

## **SYSTEMS ADMINISTRATOR (154-03)**

**SALARY: \$59,363.20 - \$83,886.40 annually, plus liberal fringe benefits**

***Management Category IV***

### **THE POSITION**

This is responsible professional and technical work of considerable difficulty implementing and supporting the City's computer server's and client workstations.

An employee in this class is responsible for planning and managing the design, development and maintenance of the City's computer server operating systems and client workstations. Work includes researching, analyzing, purchasing and installing operating system software and hardware, and maintaining and troubleshooting operating systems and related software. Work requires a high degree of technical expertise and skill, and also includes training lower level technical support personnel. Employees in this class may be required to provide 24 hour support on a rotational basis.

Under general direction, and employee in this class is required to exercise considerable initiative and independent judgment in planning and carrying out work projects. Work is reviewed through conferences, reports submitted, and results achieved.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Have successfully graduated from an accredited college or university with a Bachelor's degree in Computer Science or a **related** field.
2. Have four (4) years of experience supporting, administering and maintaining server-based operating systems in a multi-user environment. Some experience in project management and supervising technical personnel is strongly preferred. Additional **qualifying** work experience may be substituted for the required college education on a year-for-year basis.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, **including drug screening**, prior to appointment.

**NOTE:** **Positions assigned to the Police Department are required to successfully pass a background investigation which includes a polygraph examination, prior to employment.**

**NOTE:** **ALL APPLICANTS MUST COMPLETE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.**

### **HOW TO APPLY**

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

PLM:11/07/05:Ann#49-154-03  
PLM:04/09/06:SalChg  
Medical Group III

**SYSTEMS ADMINISTRATOR**

**SUPPLEMENTAL APPLICATION**  
for  
**SYSTEMS ADMINISTRATOR(154-03)**  
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Instructions: Rate your level of knowledge and work experience on each subject listed below using the following scale:

- 1) No Experience
- 2) Have studied but you do not have any hands-on experience.
- 3) Working knowledge: Means limited on-the-job or project experience. You can perform some activities on your own but would need additional training and/or self-study to be fully competent.
- 4) Used extensively: Means you can independently perform and discuss a full range of related activities.

**NOTE:** If you are granted an interview you will be expected to discuss this experience in detail. If you cannot describe your experience in detail and cannot reference specific projects that you worked on then you must rate yourself a "1" or a "2" in those areas.

	<b>Months/Years Experience</b>	<b>Skill Level</b>
A. Unix (HP-UX, Linux, etc) system installation, upgrading, and support.		
B. Unix kernel tuning		
C. Unix shell scripting		
D. DNS setup and support		
E. Windows 2000 and/or 2003 Server Operating System installation		
F. Active Directory Administration		
G. Microsoft Exchange 2003 installations, upgrades, and support		

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	Months/Years Experience	Skill Level
H. Microsoft Terminal Services		
I. Group Policies		
J. Microsoft Server Clustering		
K. Microsoft Windows Load Balancing or Network Load Balancing		
L. NAS/SAN Disk Systems		
M. Exchange Outlook Web Access		
N. Exchange Front End/Back End Topologies		

***My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number